

## **Environmental Planning and Studies - CSO Solicitation No. 2122a – 2122b**

THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage two (2) consultant firms to provide environmental planning studies on a “task-order” basis. The services to be performed by the selected firms shall include wetland delineations, preparing and processing wetland permit applications including wetland mitigation design and monitoring, groundwater monitoring, hydrologic and hydraulic studies, and other related tasks, as well as conducting studies involving threatened and endangered species all in accordance with federal and state standards/regulations. The firms selected for this assignment will be required to have wetland delineation capabilities in-house.

The agreement will cover a three-year period with provisions for a one-year extension to complete previously assigned tasks only. It is anticipated that up to six (6) tasks will be assigned to each of the selected firms and the expected commencement date is October 2011. The scope and fee for each task under the agreement will be negotiated separately.

If your firm desires to be considered for this assignment, your submittal should consist of a one-page letter of interest and Department Form CSO 255, with a maximum of five résumés. One of the résumés must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. **Four copies of the submittal are required, and they must be postmarked or hand delivered by 4:00 p.m. on Thursday, July 7, 2011.** Included in the submittal must be a brief narrative summarizing your current study workload, description of proposed staff, qualifications, and discipline experience and expertise in the following: (1) Wetland delineation (in-house); (2) Wetland mitigation design and monitoring; (3) Hydraulic and hydrologic studies; (4) Project management including multi-project capability; (5) Threatened and endangered species surveys and coordination; (6) CADD/GIS; (7) Familiarity with wetland regulations (State and Federal); and (8) Familiarity with the Department’s policies and procedures. The location of the office where the work will be performed and the staff size of that office should also be indicated.

There is no disadvantaged business enterprise (DBE) goal assigned for this project. However, if a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnership excluded). The selected firms will also be required to maintain insurance coverage from a firm satisfactory to the State of Connecticut. Proof of coverage must be submitted on acceptable insurance forms prior to the start of the negotiations process.

Please be advised that the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is July 21, 2010. This is the date the selected firms must use when completing Form 1 at the time the agreement/contract is executed in accordance with Connecticut General Statute (CGS) Section 4-252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit), in its revised format (Rev. 02-01-10), must be completed and **one copy** should be submitted with your letter-of-interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contract which have a total value to the state of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts as defined in Conn. Gen. Stat. §9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice is enclosed herewith and hereby made a part of this solicitation.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work for the firms selected for this assignment. The Department reserves the right to award assignments to other qualified firms.

The Department reserves the right to add additional projects of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must also be prequalified in the particular year a shortlist is finalized and/or a selection is made.

All inquiries regarding this Request for Qualifications shall be directed to the Consultant Selection Office at (860) 594-3017.